

# **Brazos School for Inquiry and Creativity**

## **Admissions Policy and Procedures**

January 2013

It is the policy of the Brazos School for Inquiry and Creativity not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

## Admissions Policy and Procedures

### Overview

The Texas Education Agency approved Charter for the Brazos School for Inquiry and Creativity (BSIC) sets the admission cap at 500 students, PK-12. BSIC has three campuses. Each campus is limited in enrollment by the City approved occupancy load. The occupancy loads for each campus are: Bryan-College Station Campus, 130; the Houston Southwest campus, 541; the Houston Tidwell campus, 241. For planning and budget purposes, the enrollment goal of 500 is allocated among the campuses as follows:

Bryan-College Station Campus – 125 – PK-8  
Houston Southwest Campus – 225 – PK-12  
Houston Tidwell Campus – 150 – PK-6

The Charter is approved to serve students in the following geographic boundaries: Bryan, College Station, Crosby, Houston, and Katy. Any student who resides in any of the approved geographic boundaries is eligible to apply for Grades PK-12 at their preferred campus. The only exception to this policy is that employee's children, regardless of geographic boundary, may be enrolled.

### Admission Procedure Timeline – January 15 – April 1

1. Students currently enrolled in any given academic year in BSIC will receive an Application Form in early January. If parents intend for their child(ren) to attend BSIC for the following school year, they are to notify the school in writing by returning the Application Form no later than March 1.
2. Applications received by currently-enrolled students are automatically enrolled for the following year upon timely receipt of the Application Form by March 1. Any currently enrolled student without an Application Form returned by March 1 will be removed from the following year enrollment roster on March 2.
3. The number of returning students will be subtracted from the Enrollment Goal at each campus to determine the number of students that can be enrolled (available slots) through open-enrollment. Those figures are documented at the campus and at the district office in order to document the process and to determine advertising needs.
4. Open-enrollment for the period March 1 to April 1, within the targeted geographic areas, will be announced by brochures, on campus billboards, and by campus banners.
5. Once the Open Enrollment Application Forms have been received by April 1, a count will be taken on each campus to determine if a lottery must be held.
6. At each campus, if Open Enrollment Application Forms do not exceed the available number of available slots, a lottery will not be necessary and all applicants will receive notice they are accepted by April 15 of each year. That campus may continue to receive applications and enroll students on a first come/first served basis until the campus enrollment goal is reached.

7. Likewise, at each campus, if applications do exceed the available number of available slots, a lottery will be necessary and will be scheduled for the week of May 1. All applicants in this pool will be notified by mail of the lottery.
8. If a lottery is to be held, the following procedures will be adhered to:
  - a. Each name of the applicant who submitted an application between March 1 and April 1 will be put into a container.
  - b. Campus and District administrators will draw one name at a time, until the number of available slots is filled; those students will be accepted for the following year and will be notified of their acceptance by May 15 of each year.
  - c. The remaining names in the container will be drawn one at a time to be put on a waiting list; these students will also be notified of their position on the waiting list by May 15 of each year.
  - d. If vacancies occur before the start of school or during the school year, the student next on the waiting list will be offered enrollment and the name subsequently removed from the waiting list.
  - e. If other applications are received after the deadline of April 1, they will be put on the waiting list in the order received, following those whose names were drawn in the lottery process.

The Brazos School for Inquiry and Creativity does not discriminate on acceptance into the school based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or the district the child would otherwise attend.

The Brazos School for Inquiry and Creativity will deny admission to students with a documented history of criminal offense, juvenile court adjudication, suspension or expulsion from a previous school, or discipline problems under TEC Chapter 37.